

## **VERMONT PUBLIC SERVICE BOARD SEEKS CLERK**

The Vermont Public Service Board seeks to fill the position of Clerk. The Public Service Board is a quasi-judicial agency that regulates electric, energy efficiency, natural gas, telecommunications, and water utilities in Vermont. The Clerk position offers a unique chance to participate in Vermont's regulatory process, which implements policy decisions that often have statewide, regional, and national significance. See <http://psb.vermont.gov>

The Clerk is a management position that oversees the processes and systems related to the administrative aspects of processing cases, including analyzing and implementing changes to those processes and systems to optimize their efficiency. Principal duties include: establishing and maintaining procedures for preserving designated Board documents, including ensuring the protection of any such documents that contain confidential information; maintaining official case files for each proceeding; exercising sound judgment in responding to inquiries from parties, attorneys, and members of the public, including maintaining the confidentiality of Board deliberations; overseeing the intake and distribution of filings received by the Board; scheduling technical and public hearings, workshops, and other case events consistent with statutory requirements; supporting the Board in the implementation and management of the Board's electronic case management system; and supervising those administrative staff who report to the Clerk.

An ability to analyze complex problems and to design and implement workable solutions is required. The successful candidate will have personal qualities of integrity and energy, a preference for collaborative problem-solving, strong attention to detail, and an ability to communicate effectively both orally and in writing. A strong candidate will have a demonstrated ability to work independently and perform effectively in a time-sensitive and high-pressure environment as well as to supervise others to provide the highest level of customer service in such an environment. The Board also highly values experience using electronic case management systems in a judicial or quasi-judicial environment.

Candidates must have a Bachelor's degree and at least six years of experience managing the operations, planning, customer service, and employee relations of a public or private organization; or eight years prior court or related legal experience involving duties such as case flow management, case processing, customer service, and maintaining court records. Additional experience may be substituted for education.

Salary commensurate with applicant's background and experience. The complete job description can be found at: <http://psb.vermont.gov/aboutthepsb/jobopenings>

*The State of Vermont offers an excellent total compensation package. Position open until filled. To apply, submit resume and cover letter to Business Manager, Vermont Public Service Board, 4th Floor, 112 State Street, Montpelier, VT 05620-2701, or via e-mail to [psb.businessmanager@vermont.gov](mailto:psb.businessmanager@vermont.gov)*

*The State of Vermont is an Equal Opportunity Employer.*